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17 January 1952

## MEMORANDUM FOR THE ASSISTANT DEPUTY DIRECTOR (ADMINISTRATION)

SUBJECT: Revision of the Table of Organization of the  
Office of National Estimates

1. In the light of the past year's experience, certain revisions in the T/O of this Office appear to be desirable and necessary for the efficient fulfillment of our mission.

2. It is, therefore, requested that consideration be given to T/O revisions as outlined below:

(a) The DCI has recently approved the appointment of a Deputy Assistant Director (Administration) for O/NE. It is desired that the T/O be adjusted to include this position in grade GS-17. The AD/NE has discussed the matter of grade of this position with the Deputy Director (Administration) who agrees in principle with the GS-17 classification and who indicated that he would so inform the Assistant Deputy Director (Administration). The AD/NE will be available to confer further on this point if it is desired.

25X1A

GS 16 has

(+1) P1

Concurrently: the position of Executive Secretary, Board of National Estimates (GS-16, position #36) may be deleted.

(-1) P3

(b) It is desired that position #48, GS-15, the NSC Staff Assistant, be transferred on the T/O from the General Group, Estimates Staff, to the immediate office of the AD/NE.

P4 to P1

(c) It is requested that the T/O of the General Group, Estimates Staff, be revised to include six new positions at GS-15, Intelligence Officers. The term "General Group" has come to be a generic term used to cover at least three types of functions. These are all, in our view, comparable to each other and correspond roughly in importance to the Division Chief term used in other Offices.

(+6) P4

Each member of the General Group must be qualified to serve and does serve as Task Team Chairman of a National

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Intelligence Estimate. If this were all that had to be done, as was generally assumed when the existing authorizations for GS-15 were requested, no change would now be required. However, we have found that considerable time must be spent by these same General Group people in the performance of other duties. Four, for example, have now been given specific supervisory responsibilities over the work of regional specialists. Our work with the IAC Watch Committee is more time consuming than had been anticipated. The preparation of special projects for the Director and the Deputy Directors is greater than was anticipated.

To meet these needs adequately, we need a shift in Staff personnel both up and down. While we are asking for additional GS-15's, we are also asking for some lower grades, (see below) but at the same time are reducing our T/O positions at the GS-12, GS-13, and GS-14 level.

Concurrently: positions #49 through 54, both inclusive, GS-14, Intelligence Officers, may be deleted.

(-6) P4

(d) A number of revisions are considered desirable in the T/O of the Specialists Group. The existing T/O of that Group is obviously defective in having no positions allocated for junior intelligence officers, covering grades GS-9 and GS-11. During the past year we have realized that there is a continuing need for the employment of a few carefully selected junior professionals to be trained under the guidance of our senior regional specialists. We have encountered increasing difficulty in attempting to fill this specific need within the limits imposed by the existing T/O. It is also felt that provision must be made to furnish a "ladder" by which promotions may be achieved. In these circumstances, it is requested that a revision be authorized to include six new positions - 3 at GS-9 and 3 at GS-11 (Intelligence Officers).

P4

(+6)

Concurrently: this Office recommends deletion of positions listed below:

- ✓ Position #61, GS-15, Intelligence Officer
- ✓ Positions #70,71,72, GS-13, Intelligence Officers
- ✓ Positions #74,75,78, GS-12, Intelligence Officers
- ✓ Positions #99,107, GS-7, Intelligence Officer-Research Assistant
- ✓ Position #108, GS-6, Clerk-Stenography

(-1) P4  
(-3) P4  
(-3) P4.5  
(-2) P5  
(-1) P5  
10

(e) It is requested that position #42, GS-6, Secretary Stenography in the office of the Chief, Estimates Staff, be

P4

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reclassified to GS-7. It is deemed by this Office that the duties involved in this position are commensurate with those of the GS-7 grade. The incumbent in this position is required, in addition to normal secretarial duties, to maintain a complete and up to date record of the status of each National Intelligence Estimate and Special Estimate. In the performance of this function, the incumbent must maintain continuing contact with the Task Team Chairmen who report the progress of each NIE. This record also reports the target dates assigned in each instance, the status of agency contributions, and the drafting stage of each estimate. It constitutes the official record of the Chief, Estimates Staff, and is the basis for further allocations of responsibility and assignment of priorities within O/NE. The incumbent in this position is also charged with the daily maintenance of the O/NE cable book for the use of the AD/NE, the members of the Board of National Estimates and of the Estimates Staff.

It is our recommendation that this position be reclassified to GS-7.

✓ (f) It is requested that position #95 (GS-4, Clerk) Pv in the Information Control Branch of the Support Staff be reclassified to GS-5. This position was set up at the time of the institution of the O/NE Central Files. The Central Files operation has now been in effect since August, 1951, and it is believed that the duties and responsibilities involved in this position are commensurate with a GS-5 classification. The incumbent is required to be thoroughly informed on the current work in progress throughout O/NE, to have knowledge of relative priorities and specific interests, to be familiar with many and diverse source materials, and to produce on short notice such materials as required by the Board and Staff members. The incumbent, with the guidance of the professional personnel, is also charged with eliminating from the files at intervals all materials no longer of value and of maintaining all essential documents. In order to provide this service efficiently, it is necessary that all supporting materials, of CIA and other origin, which have been determined essential for O/NE's Central Files, be carefully indexed and readily available. The incumbent, under the supervision and guidance of her superior, maintains continuing contact with all levels of professional personnel of O/NE in order to insure that their needs for such materials are fully met.

It is our recommendation that this position be reclassified to GS-5.

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(g) This Office recommends the reclassification of position #2401, Clerk-Typing, GS-4, in the Publications Branch of the Support Staff to that of GS-5. Our experience has shown that the Publications Branch, while numerically a small segment of O/NE, is one of its most vital components. The work-load of this unit has constantly increased and has now assumed substantial proportions. Through this unit — consisting of 5 persons (when fully staffed) is channeled the entire out-put of O/NE. Its work is under constant pressure, with rigid — and often 24-hour — deadlines. Accuracy in its operation is essential. It might be noted that in this unit is done all proofreading of NIE's and SE's destined for the use of the highest policy levels of the government, as well as the processing of memoranda for the DCI and special projects undertaken by this Office at the DCI's instruction. P2

The Chief of the Support Staff, who is responsible for the operation of this unit, does not feel that it is necessary at this time to increase the size of its T/O, but considers it most desirable to reclassify at least one of the existing GS-4 positions to GS-5, as being a more nearly accurate reflection of the quality of work which is now being performed.

We strongly recommend such a reclassification.


(h) This Office also recommends the deletion of position #92, GS-5, Property and Supply Clerk in the immediate office of the AD/NE. (-1) P1

#### SUMMARY

New Positions Requested	13
Deletions Recommended	18
Intra-Office Transfer of Position Requested	1
Reclassifications Requested	3

3. We shall be pleased to discuss these matters with any appropriate officials whenever it is desired.

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Deputy Assistant Director (Administration)  
O/NE

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23 Jan -

Copies transmittal to

25 Jan -  
JPM concurs per  
attached memo to Paul